

## Quick installation and activation of Groove

Microsoft Outlook (email) must be closed before installing Groove.

These instructions assume you have not previously installed or activated Groove on any pc.

1. Double click on the installation file, GVO-USACE\_HQ-DC, to start the installation process.
2. At the "Welcome" screen, click "next" to continue.
3. At the "License Agreement" screen, select the option to accept the terms in the license agreement and click "next" to continue.
4. At the "Choose Destination Folder" screen, click "next" to accept the defaults and continue.
5. At the "Choose User Data Location" screen, click "next" to accept the defaults and continue.
6. At the "Choose System Data Location" screen, click "next" to accept the defaults and continue.
7. At the "Installation Options" screen, ensure that both boxes are checked and click "next" to continue.
8. At the "Ready to Install the Program" screen, click "install" to continue.
9. At the "Install Wizard Completed" screen, click "finish".
10. At this point Groove should be installed and there should be a "Groove Virtual Office" icon on your desktop. You may restart Microsoft Outlook.
11. Double click on the "Groove Virtual Office" icon on your desktop.
12. At the "Welcome to Groove" screen, ensure that the option "Create a new Groove account" is selected and click "next" to continue.
13. At the "Activate Groove Virtual Office" screen, enter your activation key then click "next" to continue.
14. Using a password with Groove is optional. If you will be using Groove on more than one pc, you must create a password. If you choose to create a password, at the "Enter Account Information" screen, enter the same password in the "Password" and "Confirm Password" fields. Entering a "password hint" is optional. Click "next" to continue.
15. At the "Select Options for your Groove Account" screen, ensure that the "Allow this account to be used on other computers" box is checked. At the "List me in the groove.net public directory" drop down box, ensure that "No Listing" is selected. Click "finish".
16. The Groove "Launchbar" should appear. You are installed and activated.